

**Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420**

**VHA Records Control Schedule 10-1
Change 2
March 5, 2003**

1. Transmitted is a change to the Veterans Health Administration Records Control Schedule 10-1.
2. The purpose of this change is to provide retention and disposal requirements for the Environmental Agents Service Agent Orange Registry (AOR) Records and certain Pathology and Laboratory Medicine Service Records.

3. Filing Instructions

Insert pages

**ix, x, xix, and xx
VIII-3 thru VIII-10
XXXVI-3 thru XXXVI-5**

Remove pages

**ix, x, xix, and xx
VIII-3 thru VIII-10
XXXVI-3**

4. **RESCISSION:** None.

Robert H. Roswell, M.D.
Under Secretary for Health

DISTRIBUTION:

CO: E-mailed 3/17/03

FLD: VISN, MA, DO, OC, OCRO, and 200 – E-mailed 3/17/03

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Life Cycle Management Division – NWML,

Attn: Wilda Logan Willis, 20 copies

8601 Adelphi Road

College Park, MD 20740

SECTION VIII-LABORATORY SERVICE (113)

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Item No.	Title and Description	Disposition	Authority
113-12	Test Requisition File Requisitions and related documents used by the provider to request that the laboratory perform certain tests on a patient.	Destroy after 2 years.	National Archives Job No. N1-15-99-2, Item 1, 8/11/00
113-13	Test Record File Documents that record the results of the test, the date, the name of the individual who performed the test, and the name of the individual who verified the test.	Destroy after 2 years.	National Archives Job No. N1-15-99-2, Item 2, 8/11/00
113-14	Laboratory Copies Test Reports (Preliminary, final, corrected) Reports that provide results of a particular test on a particular patient, the identification of the laboratory performing the test and the normal range of values.	Destroy 2 years after the date of the report.	National Archives Job No. N1-15-99-2, Item 3, 8/11/00
113-15	Pathology Test Reports Clinical pathologist's reports including supporting documents.	Destroy 25 years after date of the report.	National Archives Job No. N1-15-99-2, Item 4, 8/11/00
113-16	General Laboratory Quality Control Records and Proficiency Test Surveys Records that document the results of control testing performed on a machine, the validation testing of a machine, the monitoring of the temperature in an incubator or refrigerator or other indicators to ensure that the laboratory is performing quality work.	Destroy after 2 years.	National Archives Job No. N1-15-02-04, Item 1, 12/19/02

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Item No.	Title and Description	Disposition	Authority
113-17	Test Procedures File Files consist of documents that instruct an individual how to perform a laboratory test.	Destroy 2 years after the procedures have been discontinued.	National Archives Job No. N1-15-99-2, Item 6, 8/11/00
113-18	Proficiency Testing Records Documents that record the date of the proficiency test, type of test, instrument used, if appropriate, results and individual performing the test.	Destroy after 2 years.	National Archives Job No. N1-15-99-2, Item 7, 8/11/00
113-19	Records of Remedial Action after Proficiency Testing (PT) Failure Records that document the corrective action taken by the laboratory that fails a particular proficiency sample.	Destroy after 2 years.	National Archives Job No. N1-15-99-2, Item 8, 8/11/00
113-20	Instrument Maintenance Records Records that document the date and type of preventive maintenance performed on laboratory equipment.	Destroy after 2 years.	National Archives Job No. N1-15-99-2, Item 9, 8/11/00
113-21	Instrument Maintenance Records (repairs, parts, and replacement records) Records that record repairs made, who performed the repairs, and the date the repairs were made.	Destroy after the instrument is no longer utilized and is removed from service.	National Archives Job No. N1-15-02-04, Item 2, 12/19/02
113-22	Personnel Records a. Records consist of correspondence, forms and other records duplicated in the individual's official personnel folder (OFP). b. Records contain competency assessments and proficiency training documents.	Destroy after 30 years. Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 3, 12/19/02

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Item No.	Title and Description	Disposition	Authority
113-23	Body Fluids Specimens taken from patients for laboratory testing.	Destroy 24 hours after results are reported.	Nonrecord
113-24	Peripheral Blood Smears, Body Fluids Smears Glass slides with a drop of either blood or body fluid affixed to them.	Destroy after 1 month.	Nonrecord
113-25	Bone Marrow Smears Glass slides with a drop of bone marrow affixed to them.	Destroy after 20 years.	Nonrecord
113-26	Permanently Stained Slides for Microbiology (e.g., gram, triochrome, etc.) A sample of a colony or specimen placed on a glass slide, affixed and stained with one or more of a variety of stains.	Destroy after 1 month.	Nonrecord
113-27	Specimens from Blood Bank Donors and Recipients Samples of blood taken from individuals who donate blood and those who receive blood products.	Destroy 7 days after transfusion or 10 days after crossmatch.	Nonrecord
113-28	Donor and Recipient Records Records contain vital information on individuals who donate blood and patients who receive blood or blood products.	Destroy after 75 years.	National Archives Job No. N1-15-99-2, Item 17, 8/11/00

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Item No.	Title and Description	Disposition	Authority
113-29	Records of Employee Signatures, Initials, Identification Codes Records record the names, signatures, initials, and codes used to identify which employee performed either the complete test or a particular part of a test.	Destroy after 75 years.	National Archives Job No. N1-15-99-2, Item 18, 8/11/00
113-30	Test Procedures (Transfusion Medicine) Manual Manual describes how to perform the various procedures that are used in Transfusion Medicine.	Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 4, 12/19/02
113-31	Blood Bank Test Records and Reports Results of tests performed in Blood Bank.	Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 5, 12/19/02
113-32	Blood Bank Quality Control Records and Proficiency Test Surveys Documentation of the results of quality control testing and any corrective actions that are taken, results of the proficiency testing and, if the test results are wrong, corrective actions that are taken.	Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 6, 12/19/02
113-33	Blood and Blood Products Quality Control Records Documentation of the quality control testing performed on blood and blood products.	Destroy after 5 years.	National Archives Job No. N1-15-99-2, Item 22, 8/11/00

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Item No.	Title and Description	Disposition	Authority
113-34	Records of Permanently Deferred Donors Donor records of individuals who may never donate blood.	Destroy after 75 years.	National Archives Job No. N1-15-99-2, Item 23, 8/11/00
113-35	Infectious Disease Records Documentation concerning infectious diseases identified in blood of donors or recipients.	Destroy after 75 years.	National Archives Job No. N1-15-99-2, Item 24, 8/11/00
113-36	Tissue Banking Records for Transplantation Quality control records, superseded procedures, manuals, publications, storage temperature records.	Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 7, 12/19/02
113-37	Histopathology Stained Slides Tissue slides that have been processed and stained.	Destroy 25 years from the date of the exam.	Nonrecord
113-38	Histopathology Blocks Paraffin blocks that contain patient tissue.	Destroy 10 years from the date of the exam.	Nonrecord
113-39	Wet Tissue Patient tissues that have not been affixed with a preservative.	Destroy 2 weeks after the date of the final report.	Nonrecord
113-40	Reports (Surgical Pathology) Reports contain results of the review of tissue by pathologists. They include a diagnosis of the patient's health status.	Destroy after 25 years.	National Archives Job No. N1-15-99-2, Item 29, 8/11/00

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Item No.	Title and Description	Disposition	Authority
113-41	Accession Logs (Surgical Pathology) This log contains the list of tissues received, the patient identification and the laboratory number assigned to the specimen.	Destroy after 5 years.	National Archives Job No. N1-15-99-2, Item 30, 8/11/00
113-42	Surgical Pathology Maintenance Records Records that document the date and type of preventive maintenance performed on laboratory equipment.	Destroy after 2years.	National Archives Job No. N1-1502-04, Item 8, 12/19/02
113-43	Cytology Slides (negative, unsatisfactory) Glass slides with a patient samples affixed to them and stained for cytology examination.	Destroy after 5 years.	Nonrecord
113-44	Cytology Slides (suspicious, positive) Glass slides with patient samples affixed to them and stained for cytology examination.	Destroy after 25 years.	Nonrecord
113-45	Cytology Fine Needle Aspiration Slides Glass slides with a patient sample obtained by a fine needle aspiration affixed to them and stained for cytology examination.	Destroy after 25 years.	Nonrecord
113-46	Reports (Cytology) Official findings of the pathologist who reviewed the cytology slides.	Destroy after 25 years.	National Archives Job No. N1-15-99-2, Item 35, 8/11/00

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Item No.	Title and Description	Disposition	Authority
113-47	Accession Log Reports (Cytology) Reports contain the list of specimens received for cytology examination, the patient identification and the laboratory number assigned to the specimen.	Destroy after 5 years.	National Archives Job No. N1-15-99-2, Item 36, 8/11/00
113-48	Wet Tissue (Autopsy) Patient tissues removed at autopsy that have not been affixed with a preservative.	Destroy 6 months after date of final report.	Nonrecord
113-49	Paraffin Blocks (Autopsy) Paraffin blocks that contain patient tissues that were removed at autopsy.	Destroy 10 years after date of final report.	Nonrecord
113-50	Slides (Autopsy) Glass slides with patient sample removed at the time of the autopsy examination.	Destroy 25 years after date of final report.	Nonrecord
113-51	Reports (Autopsy) Official findings of the pathologist after the performance of the autopsy and the review of the autopsy slides.	Destroy 25 years after date of final report.	National Archives Job No. N1-15-99-2, Item 40, 8/11/00
113-52	Accession Logs (Autopsy) List of specimens received from autopsies for examination; the patient identification and the laboratory number assigned to the specimen.	Destroy 5 years after date of final report.	National Archives Job No. N1-15-99-2, Item 41, 8/11/00
113-53	Electronic Mail and Word Processing Applications (This record series applies to all records in this Section) Electronic copies of records that are created on electronic mail and word		National Archives Job No. N1-15-99-2, Item 3, 8/11/00 and N1-15-02-04, Item 10, 12/19/02

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SECTION VIII - LABORATORY SERVICE (113)
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Item No.	Title and Description	Disposition	Authority
	processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal email directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy when dissemination, revision, or updating is completed.	
113-54	Tissue Banking Donor and Recipient Records for Transplantation Records include documents of source facility (original numeric or alpha numeric donor or lot identification and recipients or other final disposition of each tissue).	Destroy after 75 years.	National Archives Job No. N1-15-02-04, Item 9, 12/19/02

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Item No.	Title and Description	Disposition	Authority
	f. GWR Documentation	PERMANENT. Transfer to the National Archives with the corresponding GWR Master Files, Item 131-2e.	Item 131-2f
	g. Backup Copies of the Master and History Datafiles	Destroy after 2 additional backup cycles have been completed.	Item 131-2g
131-3	<p>Electronic Mail and Word Processing Applications (applies to all records in this Section)</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal email directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the record-keeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>Destroy when dissemination, revision, or updating is completed.</p>	National Archives Job No. N1-015-002, 8/29/01, Item 3, and National Archives Job No. N1-015-01-3, 12/9/02, Item 8

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SECTION XXXVI-ENVIRONMENTAL AGENTS SERVICE (131)
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Item No.	Title and Description	Disposition	Authority
131-4	Agent Orange Registry Records Hardcopy and electronic records created in connection with the Agent Orange Registry (AOR) Program. The records consist of code sheets, data files, correspondence and other records generated for the AOR.		National Archives Job No. N1-015-01-3, 12/9/02
	a. Unscanned Code Sheets.	Destroy according to approved authority for item 136-5.	Item 1
	b. Input Code Sheets.		Item 2
	(1) Originals.	Destroy according to approved authority for item 136-5.	Item 2a
	(2) Copies Scanned onto Optical Disk.	Destroy after scanned to Electronic medium (Optical Disk) and verified for accuracy.	Item 2b
	c. AOR Master Database		Item 3
	(1) Master Data Files (copies)	PERMANENT. Cut-off at the end of the calendar year. Transfer records to the National Archives in 5-year blocks 1 year after the cut-off of the most recent records in the block.	Item 3a

NOTE 1: Transfer records from 1988 to 1997 within 1 year of approval of NA Job N1-015-01-3, 12/9/02.

NOTE 2: The National Archives will create a public use version of the AOR database. The following personal identifiers (data fields) will be redacted: (1) Name, (2) Social Security Number, (3) Military Service Number, (4) Telephone Number, (5) Month and date of birth, (6) Claim Number, (7) Patient's Address, (8) Name of Examiner, (9) Title of Examiner, (10) Name of Registry Physician.

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Item No.	Title and Description	Disposition	Authority
	(2) Original AOR Master Database	Destroy 75 years after termination of program, or when no longer needed.	Item 3b
	d. Documentation for AOR Master Database	PERMANENT. Transfer a copy to NARA with initial transfer of copy of AOR database. (Send updated copy of documentation as necessary)	Item 4
	e. Output Generated from AOR Master Database	Destroy when no longer needed.	Item 5
	f. Optical Disk Copy and Documentation.		
	(1) Optical Disk Copy of Code Sheets with index	Destroy 75 years after termination of program, or when no longer needed.	Item 6
	(2) Documentation for Optical Disk System	Destroy when no longer needed for system maintenance.	Item 6a
	g. Output Generated from Optical Disk Copy of Code Sheets	Destroy when no longer needed.	Item 7

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